



Safety Enhancement Program Request Form

Purpose

This request form will document the request and approval for funding of specific, one-time, fixed cost expenditure from the Safety Enhancement Program, supporting employee-related occupational health and safety enhancement initiatives.

Reference: Safety Enhancement Program Administrative Policy A-HRS-04.16

Application Process



Request Details

Initiative Title:	Emergency Supplies for Emergency Response Trailer
Sponsor Name and Position:	BERND GRETZINGER – DEPUTY CHIEF LOGISTICS
Department:	FIRE
Date of Request:	AUGUST 25 / 2016
Funding Request Amount:	\$ 37,082.00

- Briefly describe the initiative/project which the funds will support (i.e. training, equipment, software/hardware etc.) and that meet the Safety Enhancement Program Administrative Policy A-HRS-04.16.**

In recent years, the St. Albert Fire Services (SAFS) have responded to two major disasters within the Province of Alberta – namely the Slave Lake Fire in 2011 and most recently the Regional Municipality of Wood Buffalo (Fort McMurray) Fire in 2016. Outside of the normal day to day operations of the Fire Department, these major catastrophes took its toll not only SAFS manpower and resources, but also on the departments supplies and equipment. With both events, the SAFS mobilized its crews and resources within hours of receiving requests from the Province. With respect to the Slave Lake incident, off duty crews were deployed, while with the Fort McMurray catastrophe, on duty crews were deployed. In both cases, there was only a short period of time crews had to acquire whatever supplies they needed to prepare themselves for these events. Whatever extra supplies crews could find from both operational storage as well as their personal lockers was taken.

Upon arrival at both incidents it was quickly determined that they were not prepared for what lay ahead. Items that were needed were not available upon arrival, and were not readily accessible at the fire department prior to leaving for these events. Items such as food, bedding, sleeping accommodations and basic toiletries were not available. This was simply due to the fact that both cities encountered mass destruction, as well as the fact that both

cities were evacuated. SAFS staff would be on duty for long periods of time without proper food and shelter.

In addition, City Staff who eventually came to the disaster sites to assist in the Emergency Operations Center (EOC) were also inadequately supplied with basic daily provisions. This lack of essential supplies not only hampered the performance of Emergency Response personnel, but also limited the effectiveness of City staff in their efforts to coordinate and strategize conclusions to these catastrophes.

In short, the SAFS, as well as City staff, were not equipped to have what was needed to support the efforts of its members during these major catastrophes.

2. **Supporting details. Identify the safety hazards within a Hazard Identification Assessment Control document (HIAC) the initiative will be designed to control and attach a copy. Identify how this will support corporate and/or cross-departmental safety needs. Describe why this is a safety priority. Provide any supporting data to justify the need for this initiative.**
3. **Explain the scope of impact (i.e. how many people/who will be affected by this initiative? How many/which departments will be affected?)**

At this point, the SAFS, as well as City staff, are not equipped to have what is needed to support the efforts of its members during major catastrophes. The emergency supplies outlined in this report would support the efforts of 20 Emergency Services Personnel (ESP's) for a period of 72 hours, as well as properly equip City staff working in the Emergency Operations Centre (EOC). This cache of supplies would allow SAFS personnel, as well as City staff, to be self supportive for a certain period of time (the first 72 hours in the case of ESP staff). As crews are replaced with new staff, the oncoming members would also benefit from some of these supplies (i.e. proper shelter and sleeping accommodations). In addition, it should be noted that these emergency supplies would not only be used for out of town events, but also for local disasters within the SAFS's normal response area. The cache of equipment would be housed together and always be ready to go.

How does this initiative align to Council Priorities? Check all that apply and explain.

Council Priority / Link:		Explain/Define link
<input type="checkbox"/>	1. Cultivate Economic Prosperity	
<input type="checkbox"/>	2. Cultivate a Historic, Creative and Active Community	
<input type="checkbox"/>	3. Cultivate a Green Community	
<input type="checkbox"/>	4. Cultivate Excellence in Government	
<input type="checkbox"/>	5. Cultivate Sustainable Infrastructure and Services	
<input checked="" type="checkbox"/>	6. Cultivate a Safety Healthy and Inclusive Community	This cache of emergency supplies will allow for the health and safety of initial responding Emergency Services Personnel and Emergency Operations Centre staff at major incidents. These supplies will help assure that SAFS staff and City staff have proper food, shelter, and toiletries upon arrival at major catastrophes.

4. **Detail the key milestones on the proposed implementation timeline.**

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Work Steps & Deliverables:	Projected Date:
1. All supplies will be ready to go within the SAFS response trailer and all arriving SAFS and City staff will have the supplies they need to be self sufficient for a certain period of time at any major catastrophe (72 hours for SAFS staff).	All supplies will be available to staff approximately 30 days after acceptance of report
2.	
3.	
4.	
5.	

5. Detail a breakdown of costs, if applicable.

Itemization:	Projected Cost:
1. Note itemization list (attachment)	\$ 37,082.00
2.	
3.	
TOTAL:	\$ 37,082.00

6. Identify the primary stakeholders responsible for the implementation/program elements. (i.e. scheduling training, procuring product or services, installing new equipment, etc)

Position Title:	Name:	Responsibility:
Deputy Chief	Bernd Gretzinger	Procurement and Supply Preparation

Signatures and Tracking

Department Sponsor

Date

May 7/2017

Department Director

Date

10 May 2017

Joint Health & Safety Sub-committee Chair

Date

Attach meeting minutes from Joint Health and Safety Enhancement Committee (JHSEC) that approves and endorses the allocation of funds from the Safety Enhancement Program to the above stated request.

Human Resources Director

Date

July 12/17

ST ALBERT FIRE SERVICES EMERGENCY RESPONSE TRAILER SUPPLIES MASTER LIST

Number	Item	Quantity (Each)	Size	Note	Cost	Quantity Required	Total
1	Inflatable Tents	4			\$ 1,000.00	4	\$ 4,000.00
2	Camp Cot	20			\$ 220.00	20	\$ 4,400.00
3	Sleeping Bag	20			\$ 200.00	20	\$ 4,000.00
4	Pillow	20			\$ 35.00	20	\$ 700.00
5	Sleeping Mat	20			\$ 50.00	20	\$ 1,000.00
6	Towels	20			\$ 20.00	20	\$ 400.00
7	Toilet Paper	Case of 24			\$ 25.00	8	\$ 200.00
8	Bug Spray	6			\$ 25.00	2	\$ 50.00
9	Sun Screen	6			\$ 10.00	6	\$ 60.00
10	Respiratory Cartridges	60	m/1xl	Need each option for each person	\$ 22.00	60	\$ 1,320.00
11	N95 Masks	15 Boxes		Various sizes and styles	\$ 40.00	15	\$ 600.00
12	Respiratory Masks	60		1 set plus 2 replacements for each person	\$ 22.00	60	\$ 1,320.00
14	Emergency Services Personnel (ESP) Grab and Go Kits:	20			\$ 150.00	20	\$ 3,000.00
	Carry Bag	20					N/A
	Socks	20					N/A
	Underwear (2)	40		2 different sizes			N/A
	T-shirt (2)	40		2 different sizes			N/A
	Deodorant Stick	20					N/A
	Shave Cream Packets (2)	40					N/A
	Disposable Safety Razor	20					N/A
	Deodorant Bar Soap	20					N/A
	Toothpaste	20					N/A
	Toothbrush	20					N/A
	Comb	20					N/A
	Shampoo (2)	40					N/A
	Face Towel	20					N/A
	Lip Balm/Chapstick (2)	40					N/A
15	EOC (Emergency Operations Centre) Grab and Go Kits:	12			\$150.00	12	\$ 3,000.00
	Small Reusable Bag with handle	12				12	N/A
	Branded Water Bottle	12				12	N/A
	Portable Cell Phone Charger	12				12	N/A
	USB Type C Power Bank	12				12	N/A
	Flash Drive	12				12	N/A
	Small Flashlight	12				12	N/A
	Laminated Quick Guide	12				12	N/A
	EM/CIV T-Shirts	12				12	N/A
	Mini First Aid Kit with Case	12				12	N/A
	Face Cloth	12				12	N/A
	Body Soap	12				12	N/A
	Tooth Brush	12				12	N/A
	Tooth Paste	12				12	N/A
	Shampoo	12				12	N/A
	Cream Rinse	12				12	N/A
	Ear Plugs	12				12	N/A
	Lip Balm	12				12	N/A
	Kleenex	12				12	N/A
	Hand Sanitizer/Wipes	12				12	N/A
	Dried Food Rations (2 each)	24				24	N/A
	Respiratory Masks	36		1 set plus 2 replacements for each person		36	N/A
16	Tylenol	1 Bottle			\$ 15.00	1	\$ 15.00

17	Advis	1 Bottle				\$ 15.00	1	\$ 15.00
18	Advis Cold	1 Bottle				\$ 15.00	1	\$ 15.00
19	Work Gloves	12/package	s/m/l/xl		4 of each size	\$ 15.00	48	\$ 720.00
20	Food Kit	12 kits / person			Food for 20 people for 72 hours (including coffee)	\$ 1,000.00	1	\$ 1,000.00
21	Kettle	2				\$ 40.00	2	\$ 80.00
22	Coffee Maker (Kuerag)	1				\$ 180.00	1	\$ 180.00
23	Lozengers	1 Bottle				\$ 15.00	1	\$ 15.00
24	Sleeping Bag Liner	24				\$ 60.00	24	\$ 1,440.00
25	Hand Sanitizer	20				\$ 15.00	20	\$ 300.00
26	Disinfectant Wipes	20				\$ 15.00	20	\$ 300.00
27	Dinnerware Set	3				\$ 90.00	3	\$ 270.00
28	Baby wipes	100 / pkg				\$ 15.00	4	\$ 60.00
29	Ear Plugs	100 / box				\$ 43.00	1	\$ 43.00
30	Safety Glasses	20				\$ 5.00	20	\$ 100.00
31	Medical Gloves s/m/l/xl	1 ea				\$ 20.00	4	\$ 80.00
32	Antihistamine	1 Bottle				\$ 15.00	1	\$ 15.00
33	Cutlery	20				\$ 5.00	20	\$ 100.00
34	Rubbermaid Cargo Tubs	12				\$ 127.00	12	\$ 1,524.00
35	Face Shields	20			Extra in case of breakage etc	\$ 70.00	20	\$ 1,400.00
36	Fire Fighting Helmets	5			Extra in case of breakage etc	\$ 270.00	5	\$ 1,350.00
37	Wildland Firefighting Helmets	20				\$ 50.00	20	\$ 1,000.00
38	Facial Tissue	Case of 24 boxes				\$ 100.00	1	\$ 100.00
39	Stove and Cook Set	1				\$ 300.00	1	\$ 300.00
40	Propane	1 Bottle				\$ 50.00	1	\$ 50.00
41	Fire Fighting Goggles	20				\$ 20.00	20	\$ 400.00
42	Balaclavas	5			Extra	\$ 60.00	5	\$ 300.00
43	Coveralls	6	m/l/xl		2 Spare of 3 main sizes	\$ 300.00	6	\$ 1,800.00
GRAND TOTAL								\$ 37,082.00

Generator	1				SAFS will bring extra generator out of stores		
Coveralls	20				Each ESP will bring their own coveralls		
Bunker Gear	20				Each ESP will bring their own Bunker Gear and PPE		
Emergency Lighting System (Foxbury)	1				SAFS will bring lighting system out of stores		

Entire Supply based on a 20 person Emergency Services Personnel (ESP) response for the first 72 hours and eventual response of Emergency Operation Centre (EOC) Personnel